



(281) 912-3054

12808 West Airport Blvd Sugar Land, TX 77498

Re-Enrollment Instructions

Your child enrollments expire the last day of **JANUARY**

*Every year it is required to renew all children in your center. Information provided by the parent assists in making any necessary changes/updates such as, but not limited to, the child's times, days, address, phone numbers and updates the child's FRP Category/ Basis. It also allows for the opportunity to thoroughly go through the center's roster and clear out any children no longer enrolled at your center and activate new children.

ALL ENROLLMENTS FORMS AND INCOME FORMS MUST BE COMPLETELY HANDWRITTEN

Due to a parent's busy life, we understand how hard it is to get a parent to bring these forms back once they take them home. For this reason, we suggest that you make the parent fill them out at your center.

*Only (1) *income* form is necessary per family. Sibling enrollments can be stapled together and attached with the one (1) *income form*.

*You must review both the Enrollment and Income Form to verify that the parents have:

Signed and dated each page with legible handwriting.

Provided current addresses and phone numbers.

Listed the last 4 digits of their Social Security Number

Supplied the EDG Food Stamp Number (*if applies*)

List ALL household members and check the box for those without income

Any and all household members with income then must be listed stating their income and how often

*Renewals can NOT be faxed or emailed!

*You must make copies of all renewed Enrollment Forms and Income Eligibility Forms to be kept in the child's folder at your center.

*Do not mail in the renewals until you have all of them together.

*When you are ready to mail everything in, please certify the package to make tracking it available and ensure the post office delivers it in time.

***IMPORTANT CUSTOMER INFORMATION: ALL MAIL THAT BEARS POSTAGE STAMPS AND WEIGHS MORE THAN 13 OUNCES MUST BE TAKEN TO A POST OFFICE. (13 OUNCES IS APPROXIMATELY 77 PAGES).**

Mail it to: 1280 West Airport Blvd Sugar Land TX 77498 Suite 260-D

THESE FORMS ARE DUE IN OUR OFFICE BY FEBRUARY 10TH.

If you have any questions, please contact us at: (281) 395-7000



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General Enrollment Instructions

All children must be enrolled into the Food Program.

All accurate and current Enrollments, Income Eligibility Forms must be submitted by the end of each month in order to be credited for that claim month.

**Reenrollments have specific due dates/ rules*

All forms must be handwritten and completed in full, by the parent. This includes but not limited to the days/times the child is *normally* in care, printed and signed signature, full address, phone number and date.

The center must not complete, fill in or alter any information for or provided by the parent on either the Child Enrollment Form and/or Income Eligibility Form (*IEF*)

Do NOT use white out. Forms submitted with whiteout having been used will not be accepted.

Forms must be filled out in full of the same ink. (preferably blue or black) Forms filled out with multiple ink will not be accepted. *This includes the parent signature/date*

Altered information will not be accepted. (ex. numbers turned into other numbers)

If a parent refuses, have them fill out the Enrollment Form completely. Write Refused on the Income Form and sign/date.

Sibling times should correspond with each other with the exception of going to school.

--Unusual cases where siblings get dropped off and picked up at different times must be noted as to why.

The center must retain a current copy of all Enrollments and Income Eligibility Forms on site.

Special Needs / Diets/ Doctor's Notes

Any special needs/ diets must be noted on the child's enrollment form, including what the substitution is and supported by a current doctor's note.

If a child is having anything different than what is being served, it must be noted on the menu production record with proper quantities.